

The regular meeting of the Village of Cedar Rock was held at Cedar Rock Country Club at 11:30 a.m. on November 21, 2023.

Call to Order: Mayor Bob Floyd called the meeting to order.

Attendance: Present were Mayor Bob Floyd, Bill Griffin, Mike McClinton, Pamela Mayberry, Mike Shows and Daniel Odom with WPCOG. Ernie McAteer was unable to attend the meeting.

Adopt Agenda: Mike Shows made a motion to adopt the agenda; Mike McClinton seconded; agenda approved.

Approval of Minutes: Mike Shows made a motion to adopt the Minutes; Mike McClinton seconded; Minutes approved.

Committee Reports: Administrative: Pam Mayberry mentioned to Council that Joyce McCormick had emailed her recently. The email detailed several break-ins in the Village, and Ms. McCormick stated that the Village needed a prompt reporting mechanism to alert neighbors of this kind of activity. Mayor Floyd was aware of the break-ins and informed Council that both incidents involved unlocked vehicles in driveways with valuables inside that were stolen. Mayor Floyd stated that the cameras were checked for the time period of the first break-in, but there was too much glare to read the license plate, he did not know the status of searching the camera for the second break-in. Mayor Floyd suggested that Pam Mayberry send out an email to Village residents informing them of the break-ins and request that residents removed valuables from their vehicles and to keep their vehicles locked. **Finance:** Stephen Huntley CPA distributed financials to Council at the beginning of the meeting. Bill Griffin advised Council that the Village currently has \$545,176.95 in the bank and there are no line items out of budget. Mr. Huntley advised Council to disregard the prior financials for the last several months, as they were incorrect, but the current financials are correct. Mr. Huntley mentioned that an auditor had asked about several checks, some several years old that haven't cleared the bank, most belonging to officers patrolling the Village. Mr. Huntley asked Council if the checks should be claimed by escheatment. Mayor Floyd will reach out to the Sheriff's Department prior to making a decision with regard to escheatment and will report back to Mr. Huntley. **Transportation:** Bob Floyd said that Ernie McAteer informed him that the project for clearing overhanging limbs and trees in the right of ways has been completed at a total cost of \$15,000, billed in two separate invoices with the final payment due after completion. Mr. Floyd mentioned that while in the process of clearing the right of ways the contractor cut down a couple trees that were endanger of falling with an additional invoice of \$3,500.00. **Code Enforcement Report:** No report. **Planning Board:** Pamela Mayberry mentioned she had not heard anymore from the Planning Board regarding the Dominique's wish for an addition, to which Mike McClinton replied that the Planning Board is still waiting on the Dominique's to submit the plans. **Staff Report:** Daniel Odom informed Council that he recently completed the annual registration in the US Federal Government's System for Award Management (SAM.gov) and the Village is officially identified as a municipality. The Village is currently waiting on \$85,000 in grant funds and once the event is closed out the Village will need to end our state of emergency. Bob Floyd asked Mr. Huntley if the Powell Bill Funds could be deferred to which Mr. Huntley stated yes, they could be deferred for several years if needed. Mr. Huntley said that a lot of auditors are getting out of the business, and are getting harder to find he said Benson & Blevins are still agreeable to providing the audit. Mr. Huntley stated that he has reached out to someone up the mountain that may be interested in providing auditing services for the Village if needed in the future.

New Business: Adopt ARP LFRF Policies: Daniel Odom reminded Council that the Village needs to adopt the American Rescue Plan (ARP) and Local Fiscal Recovery Funds (LFRF) policies each individually. **Eligible Use Policy:** Mr. Odom explained the Eligible Use Policy provides funding for public health

emergencies including economic harm to households and small businesses and making necessary investments to improve access to clean drinking water. Mr. Huntley asked isn't water run off the Village's water and sewer system to which Daniel replied that was a definitely a possibility it could be. Mike McClinton made a motion to adopt Eligibility Determination Policy for ARP/CSLFRF funds; Mike Shows seconded; Eligibility Determination Policy adopted. **Conflict of Interest Policy:** Mr. Odom stated that the Conflict of Interest Policy establishes conflict of interest standards that the Village applies when entering into a contract. Mike Shows made a motion to adopt the Conflict of Interest Policy; Mike McClinton seconded; Conflict of Interest Policy adopted. **Nondiscrimination Policy:** Mr. Odom stated the Nondiscrimination Policy is a standard run of the mill nondiscrimination wording. Mike McClinton made a motion to adopt the Nondiscrimination Policy; Mike Shows seconded; Nondiscrimination policy adopted. **Records Retention Policy:** The Records Retention Policy stated that all records related to ARP/CSLFRF awards must be retained for five years. Pam Mayberry made motion to adopt the Record Retention Policy; Mike McClinton seconded; Record Retention Policy adopted. **Allowable Cost Policy:** Mr. Odom advised Council to spend more time reviewing the Allowable Cost Policy as the policy sets out how funds can and cannot be used, and what is allowable and what is not allowable. Mike McClinton made a motion to adopt the Policy for Allowable Costs and Cost Principals for Expenditure of ARP/SLFRF Funds; Mike Shows seconded; Policy for Allowable Costs and Cost Principals for Expenditure of ARP/SLFRF Funds adopted.

Old Business: NCLM Services – ARP Assistance: Bob Floyd reminded Council of Janet Metz with NCLM's presentation to Council in last month's meeting explaining the various services available to the Village. Mr. Odom stated that the Village is currently in the pipe line for accounting assistance. NCLM is working on a standardized accounting software for the Village to consider for future use. Bill Griffin asked if the system was cloud based to which Mr. Odom said he did not know. Mr. Odum stated that Council needed to sign the NC League of Municipalities Memorandum of Agreement which allows NCLM to manage the Village's ARP funds, and for the Village to begin receiving their services. NCLM will pay directly to contractors outside of the Village budget. Mike Shows made a motion to sign the Memorandum of Agreement with NCLM; Bill Griffin seconded; motion approved. Mr. Odom said that in addition to the Memorandum the Village needed to adopt the Resolution to Approve Accounting Services, Cybersecurity and Technical Assistance Memorandum of Agreement with NCLM; Mike McClinton made a motion to adopt the Resolution; Mike Shows seconded; Resolution adopted. All documents were signed by Mayor Bob Floyd and Pamela Mayberry, Village Clerk.

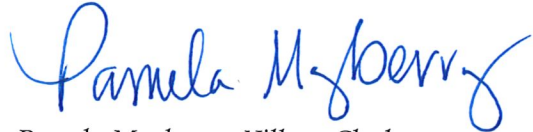
Procurement Policy Draft: Daniel Odum reminded Council that the Village should adopt a Procurement Policy so the Village is in compliance with state statutes when purchasing materials and equipment and contracting for construction and repair work. Mr. Odom explained that purchase of materials and equipment under \$30,000 has no procurement requirements; over \$30,000 but less than \$90,000 the Village shall solicit three informal bids; over \$90,000 the Village shall follow formal sealed bidding process. With regard to contracting for construction and repair work any projects under \$30,000 have no procurement requirement; over \$30,000 and under \$500,000 the Village shall solicit informal bids; over \$500,000 would require a performance bond and the Village shall follow formal sealed bidding process. Mr. Odom will forward the proposed Procurement Policy to Council Members for further review and Council will consider adopting at next month's meeting.

Public Comment: Danny Morgan, Nelson Brookshire and Cindy Story were attending the meeting to obtain more information with regard to the Woodsmith project. Danny Morgan stated he first became aware that the Village was consulting with Woodsmith when he noted several trees marked behind his property, and he asked what exactly would be the end result of their work. To which Bob Floyd stated that the project is in the initial fact gathering stage. That Woodsmith had hoped to give their presentation at today's meeting but were not able to, but they should have information for next month's meeting. Mr. Morgan voiced his concern that should a large amount of trees be removed would there be a threat of

landslides. The main concern seems to be keeping the mountain beautiful. Mayor Floyd thanked the residents for their attendance and voicing their concerns.

Meeting adjourned at 12:36 p.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Pamela Mayberry". The signature is written in a cursive, flowing style.

Pamela Mayberry, Village Clerk